

FILE

11 April 1955

MEMORANDUM FOR: Director of Logistics

VIA: Deputy Director, Intelligence

SUBJECT: Reassignment of the Headquarters Mail and Courier Staff to the Office of Collection and Dissemination.

REFERENCE: Your memo, subject as above, dated 1 April 1955

1. It seems quite clear to OCD that the provision of headquarters mail and courier service is a support function which, as such, properly belongs under the Deputy Director, Support. The IG's recommendation that it be transferred back to OCD seems sound only to the extent that there does not now exist in the DDS set-up any single staff or office whose functions might logically include it.

2. The job is a headache, and OCD has no desire to take it on again. Couriers and messengers get so little pay for such unrewarding and onerous duties that the staff has never, to my knowledge, been able to keep itself at full strength for more than a week or two at most. On the other hand all offices - particularly the front offices - complain daily about failures in the service and insist that the urgency of their needs calls for special service which the staff is unable to provide.

3. Nonetheless, if there is general agreement by DDI and DDS that OCD should take it over again, I shall not protest. The staff will be placed on my T/O under the Administrative Officer, as it was before.

4. OCD cannot, however, undertake to examine the justification for separate courier facilities in other offices or staffs. Any such examination, and any recommendations proceeding therefrom, should come from the Chief of the Management Staff. As a service outfit, trying always to meet the needs of the other offices, OCD could not undertake to kibitz on any phase of the activities which they regard as essential to their mission.

cc: DDI

IG ✓

James M. Andrews